

## CBSA REFUGEE PROCESSING CHECKLIST

### A23 TO TEMPORARY REGUGEE INFLUX PROCESSING CENTRE (TRIPC):

REFER TO SOP'S FOR FULL DETAILS OF PROCESSING

**Date:** \_\_\_\_\_ **Principal Applicant UCI:** \_\_\_\_\_

**Principal Applicant (PA) Family name(s):** \_\_\_\_\_

**(PA) Given name(s):** \_\_\_\_\_

**Interview language:** \_\_\_\_\_

**REF-CLM application number of Principal Applicant and ALL Family Members (If applicable):** \_\_\_\_\_

**Anchor relative name:** \_\_\_\_\_

**Anchor relative phone:** \_\_\_\_\_

<b>GCMS: REF-CLM Created for each Client</b>	<b>Yes</b>	<b>N/A</b>
Biometrics Collected for all applicants 14+ (Fingerprints & Photograph's)	<input type="checkbox"/>	<input type="checkbox"/>
CPIC/NCIC/ Missing Children checks results on file	<input type="checkbox"/>	<input type="checkbox"/>
Preliminary Risk Assessment Screening (PRAS) & Port of Entry Refugee Claimant Eligibility Screening Tool form	<input type="checkbox"/>	<input type="checkbox"/>
CONTACT: Canadian Residential Address and Phone Number Updated in GCMS	<input type="checkbox"/>	<input type="checkbox"/>
Notice of Seizure form (BSF698) / Original Identity Documents on File / Log document in GCMS Documents Tab (include Tracking ID#)	<input type="checkbox"/>	<input type="checkbox"/>
Update WIKI Scheduling Tool with time/date of scheduled appointment	<input type="checkbox"/>	<input type="checkbox"/>
<b>BSF536 Further Entry for Examination (A23)</b> (GCMS, File and Client copy)	<input type="checkbox"/>	<input type="checkbox"/>
Create Refugee Claim – update Safe Third Exception (Y/N) and Exception Type in REF-CLM application in GCMS	<input type="checkbox"/>	<input type="checkbox"/>
Port of Entry Notes on file/GCMS notes tab in Refugee Claim case	<input type="checkbox"/>	<input type="checkbox"/>
REF-CLM Family Group created: Family members added with HOF/Relationship (Ensure that families are grouped together)	<input type="checkbox"/>	<input type="checkbox"/>
Schedule appointment for Applicant with TRIPC via WIKI Scheduling Tool (see SOPs)	<input type="checkbox"/>	<input type="checkbox"/>
Instructions given for required forms (IMM0008, Schedule A & 12 etc) (Reference <b>Apply for Refugee Protection: Next Steps</b> document - **add scheduled appointment info))	<input type="checkbox"/>	<input type="checkbox"/>
Create Refugee electronic file in the Refugee Case (Paper File Tab)	<input type="checkbox"/>	<input type="checkbox"/>
File(s) Transferred in GCMS: <b>Paper File &amp; App.</b> (notate transfer ID#) <b>Transfer ID# to be included in email to the RPU</b>	<input type="checkbox"/>	<input type="checkbox"/>
EXAMINATION CASE: Update Secondary Office in GCMS to the Destination Office	<input type="checkbox"/>	<input type="checkbox"/>
Notification to Superintendent and SOR Regional Programs Inbox <a href="mailto:CBSA-ASFC-SOR-RegionalPrograms@cbsa-asfc.gc.ca">CBSA-ASFC-SOR-RegionalPrograms@cbsa-asfc.gc.ca</a> (refer to SOP for full details of required information to submit)	<input type="checkbox"/>	<input type="checkbox"/>
Bulk Scan all documents and upload docs into GCMS ** OR email (PDF scan, if GCMS upload is not working correctly) to <a href="#">Refugee Influx Processing Centre - GTAR</a>	<input type="checkbox"/>	<input type="checkbox"/>
Files (hard copy) are to be immediately sent overnight via courier to TRIPC destination office (** write ATTENTION: TRIPC and all UCI numbers on the bottom of file jacket) 6900 Airport Road, Entrance 93 (Door 91) Mississauga, Ontario L4V-1E8	<input type="checkbox"/>	<input type="checkbox"/>
<b>OTHER CASE INFORMATION:</b>		



## Faire une demande d'asile : les prochaines étapes

### Où aller :

- Vous devez vous présenter à l'adresse suivante :

☐ **6900, chemin Airport, entrée 93 (porte 91), suite 250, Toronto (Ontario), L4V 1E8, Agence des services frontaliers du Canada**

**Téléphone: 905-405-3500**

**Votre rendez-vous est prévu pour le :** \_\_\_\_\_

**\*\* En cas d'urgence médicale, veuillez téléphoner au Centre de soutien à la clientèle d'IRCC en composant le 1-888-242-2100**

### Quoi apporter :

Veuillez remplir les formulaires ci-dessous (en anglais ou en français seulement) et soumettre trois copies de chaque formulaire lors de votre rendez-vous :

1. *Formulaire de demande générique pour le Canada* (IMM 0008)
2. *Personnes à charge additionnelles/Déclaration* (IMM 0008DEP); si le nombre de personnes à charge dépasse celui que vous pouvez indiquer sur le *Formulaire de demande générique pour le Canada*
3. *Annexe A – Antécédents/Déclaration* (IMM 5669)
4. *Annexe 12 – Demandeurs d'asile au Canada* (IMM 0008 – Annexe 12)
5. *Liste de contrôle des documents* (IMM 5745)
6. *Recours aux services d'un représentant* (IMM 5476), s'il y a lieu

Vous pouvez télécharger et imprimer les formulaires à l'adresse suivante :

[www.cic.gc.ca/francais/information/demandes/index.asp](http://www.cic.gc.ca/francais/information/demandes/index.asp)

Nous vous encourageons à remplir les formulaires à l'ordinateur, en particulier le *Formulaire de demande générique pour le Canada*.

Apportez tous les documents susmentionnés dûment remplis au bureau d'IRCC indiqué plus haut lorsque l'on vous demande de le faire.

Au cours de l'entrevue, un agent examinera votre demande d'asile et déterminera si elle peut être déferée à la Commission de l'immigration et du statut de réfugié (CISR), un tribunal administratif indépendant. Si votre demande est déferée, vous obtiendrez une audience à la Section de la protection des réfugiés de la CISR.

Pour obtenir de plus amples renseignements sur le traitement des demandes d'asile à la CISR, veuillez consulter le site Web suivant :

<http://www.cic.gc.ca/francais/refugies/index.asp>

### Aide :

Pour obtenir de l'information sur les services d'aide juridique, notamment sur la prestation de renseignements, de conseils, d'aide et de représentation juridiques de personnes admissibles relativement à des questions d'immigration et de protection des réfugiés dans certaines provinces, veuillez consulter le site Web de la CISR, à l'adresse suivante :

<http://www.cic.gc.ca/francais/refugies/aider.asp>



## Applying for Refugee Protection: Next Steps

### Where to Go:

- You are directed to report to the following location:

☐ **6900 Airport Road, Entrance 93 (Door 91), Suite 250, Toronto, ON L4V 1E8, Canada Border Services Agency**

**Telephone: 905-405-3500**

**Your scheduled appointment date/time is:** \_\_\_\_\_

**\*\*If you experience a medical emergency, please contact the IRCC Client Support Centre at 1-888-242-2100**

### What to Bring:

Please complete the following forms (in English or French only) and submit **three copies** of each form at your appointment:

1. *Generic Application For Canada* (IMM 0008)
2. *Additional Dependents/Declaration* (IMM 0008DEP); if you have more dependents that can be listed on the *Generic Application Form for Canada*
3. *Schedule A – Background/Declaration* (IMM 5669)
4. *Schedule 12 – Refugee Claimants Inside Canada* (IMM 0008 – Schedule 12)
5. *Document Checklist* (IMM 5745)
6. *Use of a Representative* (IMM 5476), if applicable

You can download and print the forms at:

[www.cic.gc.ca/english/information/applications/index.asp](http://www.cic.gc.ca/english/information/applications/index.asp)

You are encouraged to fill out the forms on a computer, especially the *Generic Application Form for Canada*.

Bring all of the above noted completed documents to the IRCC office indicated above when you are called upon to do so.

At the interview, your refugee claim will be reviewed and an officer will decide whether it is eligible for referral to the Immigration and Refugee Board of Canada (IRB), an independent administrative tribunal. If your claim is referred, you will have a hearing at the IRB's Refugee Protection Division.

Additional information regarding the refugee claim process at the IRB can be found at:

[http://www.cic.gc.ca/english/refugees/index.asp?\\_ga=1.374098284.1492018025](http://www.cic.gc.ca/english/refugees/index.asp?_ga=1.374098284.1492018025)

### Assistance:

Information regarding legal aid support, which may include the provision of legal information, advice, assistance and representation of eligible persons related to immigration and refugee matters in some provinces, can also be found on the IRB's website at: <http://www.cic.gc.ca/english/refugees/help.asp>



Canada Border  
Services Agency

Agence des services  
frontaliers du Canada

## Preliminary Risk Assessment Screening

Date:

POE:

Officer Name:

Badge #:

Name:

DOB:

UCI:

Citizenship(s):

Interpreter Required: ☐ No ☐ Yes - Language:

CPIC / NCIC/IBQ: ☐ Negative ☐ Positive - attach details on separate page (protect as per guidelines)

☐ AFIS completed - Indicate any results:

☐ Photographs added to hard copy file

The following was completed:

- ☐ GCMS query complete
- ☐ Secondary exam (physical, baggage, vehicle, etc.) complete
- ☐ Immigration Secondary exam/interview
- ☐ Identity/Travel Documents review
- ☐ Supporting documentary evidence review

Indicate any identified areas of concern: (i.e. Behavior, medical, minors/elderly involved, mobility issues etc.)

☐ None Identified

*Continued on next page...*

## Security Questions:

Have you ever....	NO	YES
a) Been convicted of, or ever charged with, or on trial for, or party to a crime or offence or any criminal proceedings in any country?	<input type="checkbox"/>	<input type="checkbox"/>
b) Previously applied for Refugee protection or permanent/temporary resident visa for Canada or any other country?	<input type="checkbox"/>	<input type="checkbox"/>
c) Been in possession of a Canadian Permanent Resident, Canadian temporary resident visa, or in possession of a visa for any other country?	<input type="checkbox"/>	<input type="checkbox"/>
d) Been refused refugee status, an immigrant or permanent resident visa (including a <i>Certificat de selection du Québec</i> (CSQ) or application to the Provincial Nominee Program) or visitor or temporary resident visa, to Canada or any other country?	<input type="checkbox"/>	<input type="checkbox"/>
e) Been refused admission to, or ordered to leave, Canada or any other country?	<input type="checkbox"/>	<input type="checkbox"/>
f) Been involved in an act of genocide or in the commission of a war crime or crime against humanity, such as: murder, genocide/extermination, enslavement, forcible transfer of population, torture, rape, or other inhumane acts against civilians or prisoners of war, whether in peace or war?	<input type="checkbox"/>	<input type="checkbox"/>
g) Used, planned, or advocated the use of armed struggle or violence to reach political, religious, or social objectives?	<input type="checkbox"/>	<input type="checkbox"/>
h) Been associated with a group that used, uses, advocated, or advocates the use of armed struggle or violence to reach political, religious or social objectives?	<input type="checkbox"/>	<input type="checkbox"/>
i) Been a member of an organization that is, or was, engaged in a pattern of criminal activity or transnational criminal activity?	<input type="checkbox"/>	<input type="checkbox"/>
j) Been detained, incarcerated or put in jail?	<input type="checkbox"/>	<input type="checkbox"/>
k) Ever held any position with a government or a military service, including paramilitary and police?	<input type="checkbox"/>	<input type="checkbox"/>
l) Ever had any serious disease or physical illness or mental disorder?	<input type="checkbox"/>	<input type="checkbox"/>

If the Applicant has answered 'Yes' to any of the above questions, details are to be provided here (and on attached subsequent pages, if necessary).

Applicant has been allowed entry for further examination: ☐ No ☐ Yes

Detained: ☐ Yes  
☐ No

Reason:



Canada Border  
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frontaliers du Canada

## Port of Entry Refugee Claimant Eligibility Screening Tool

Date:

POE:

Officer Name:

Badge #:

This document is a guideline only and is meant to be used along with the Preliminary Risk Assessment Screening Document during initial intake.

Name:

DOB:

UCI:

Citizenship(s):

Q: Do you require an Interpreter? If so, what language?

A:

Q: If at any time you do not understand the question or the Interpreter, please say so.

A:

Q: What is your full, true, and legal name?

A:

Q: Have you ever used any other names?

A:

Q: What is your date of birth?

A:

Q: What is your Citizenship?

A:

Q: Are you a Citizen of any other country? Do you have status in any other country?

A:

Q: Where were you born?

A:

Q: Where do you live?

A:

Q: Do you have a valid Canadian visa, work permit, or study permit?

A:

Q: Do you have a travel document or other valid admission document issued by Canada?

A:

Canada

Q: Have you already received Refugee protection from Canada under the Immigration and Refugee Protection Act?

A:

Q: Have you had a previous claim for Refugee protection made in Canada rejected by the Immigration and Refugee Board?

A:

Q: Have you had a previous claim for Refugee protection made in Canada deemed ineligible to be referred to the Refugee Protection Division?

A:

Q: Have you had a previous claim for Refugee protection made in Canada deemed abandoned by the Refugee Protection Division?

A:

Q: Have you had a previous claim for Refugee protection made in Canada deemed withdrawn by the Refugee Protection Division?

A:

Q: Have you ever been recognized as a Convention Refugee by a country other than Canada? If so, can you be sent or returned to that country?

A:

Q: Are you from a country that requires a visa for the United States, but does not require a visa for Canada?

A:

Q: Are you an American citizen or a stateless habitual resident of the U.S.?

A:

Q: Are you an unaccompanied minor? How old are you?

A:

Q: Have you been charged anywhere in the world with an offence that could subject you to the death penalty? If so, which country?

A:

Q: What crime(s) were you charged with?

A:

Q: Are you facing U.S. deportation that will not be deferred due to serious criminality?

A:

Q: Do you have any of the following relatives presently living in Canada?

A:

- ☐ Grandmother
- ☐ Grandfather
- ☐ Grandchild
- ☐ Mother
- ☐ Father
- ☐ Brother
- ☐ Sister
- ☐ Husband
- ☐ Wife
- ☐ Common Law Partner
- ☐ Legal Guardian
- ☐ Child (18 years of age or older and before the Refugee Protection Division)
- ☐ Child (Canadian Citizen or Permanent Resident of Canada)
- ☐ Uncle
- ☐ Aunt
- ☐ Niece
- ☐ Nephew

Q: How are you related to this relative?

A:

Q: What is his/her name and date of birth? What is his/her status in Canada?

A:

Q: Do you have any documentary evidence of this relationship?

A:

Q: Where is this person at this time?

A:

Officer (print):

Signature

Claimant (print):

Signature

Interpreter (print):

Signature





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## Refugee Processing: A23 to temporary refugee influx processing center

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The Southern Ontario Region is temporarily referring low risk, administrative processing of refugees from the Ports of Entry (POE) to the Temporary Refugee Influx Processing Center (TRIPC) in the GTA. This will allow CBSA front line officers to focus on national security, public safety priorities and facilitate the free flow of persons and goods.

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## Refugee Processing: A23 to temporary refugee influx processing center

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### Standard operating procedures (SOPs)

SOPs Refugee Processing A23 to TRIPC (Word, 10 MB)

#### Introduction

These guidelines outline the authorities, circumstances and procedures to process spontaneous claims for Refugee protection at a port of entry in Southern Ontario Region (SOR).

#### Target audience

- Border services officers
- Regional management

#### Key points

- Overview
- Objective
- Authority
- Circumstances
- CBSA processing procedures

#### Contact

For more information about these SOPs, please contact: [Kim Upper](#)

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## Refugee Processing: A23 to temporary refugee influx processing center

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### A23 client letter

[Client Letter A23 to TRIPC \(Word, 170 KB\)](#)

#### Introduction

Form: Applying for Refugee Protection: Next Steps

#### Target audience

- Border services officers
- Regional management
- Clients applying for Refugee protection at the port of entry

#### Key points

- Where to go
- What to bring
- Assistance

#### Contact

For more information about these SOPs, please contact: [Kim Upper](#)

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### Initial Refugee Claimant Assessment

Initial Refugee Claimant Assessment [BSF 850 \(English\)](#) or [BSF 850 \(French\)](#)

#### Introduction

Initial Refugee Claimant Assessment form

#### Target audience

- Border services officers
- Regional management

#### Contact

For more information about these SOPs, please contact: [Kim Upper](#)

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### POE refugee claimant eligibility screening tool

[Refugee Claimant Eligibility Screening Tool - English \(Word, 65 KB\)](#)

[Refugee Claimant Eligibility Screening Tool - French \(Word, 53 KB\)](#)

### Introduction

This document is a guideline only and is meant to be used along with the Preliminary Risk Assessment Screening Document during initial intake.

### Target audience

- Border services officers
- Regional management

### Contact

For more information about these SOPs, please contact: [Kim Upper](#)

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### Refugee file checklist

#### CBSA/IRCC refugee file checklist

[Checklist CBSA A23 to TRIPC \(Word, 30 KB\)](#)

#### Introduction

Refugee processing checklist

#### Target audience

- Border services officers
- Regional management

#### Contact

For more information about these SOPs, please contact: [Kim Upper](#)

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